

California Department of Veterans Affairs

Serving Veterans Since 1946



Classification: **Office Assistant (Typing) (\$2003-\$2641)**
Permanent, Full-Time

Location: Veterans Home of California, Chula Vista
Skilled Nursing Facility

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. **SROA/SURPLUS PROVISIONS APPLY.**

Duties and Responsibilities: *Under supervision from the Supervising Registered Nurse:*

- Maintain daily the outside and in facility medical appointment log and a calendar of all resident appointments and unit activities.
- Coordinate all medical appointments and transportation outside the facility with the scheduling clerk and prepare all necessary paperwork.
- Receive, coordinate, log, distribute and file all lab, x-ray, discharge summaries and consultation information along with Fax documents and radiology reports.
- Use personal computer to create, format and edit a variety of correspondence, reports and forms including data entry.
- Answer and screen incoming phone calls.
- Organize files and maintain a filing system.
- Ensure all work order forms are sent to Plant Operations.
- Order and maintain supplies and equipment.
- Duplicate and disseminate material.
- Provide support duties and general assistance in assigned program.

Desirable Qualifications:

- Ability to read and write English at a level required for successful job performance.
- Strong personal computer skills.
- Strong typing skills.
- Ability to follow oral and written directions.
- Ability to operate various office machines.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California, Chula Vista
700 East Naples Court
Chula Vista, CA 91911
Attn: Lou Dumas

Inquiries:

Voice: (619) 482-6026
TDD: (916) 653-1966

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